

Montana DNRC Pay Plan 20

Rules — December 2006

5706/1 : New hires, no direct work experience. New hires will be hired at 85% of current position market. DNRC will make every effort to move 'new hires' to market as funds become available.

5706/2: New hires, direct work experience. New hires (or internal promotions) may be hired within a 'zone' of 85% to 100% of current position market rate. Managers are encouraged to consider existing employee salaries when considering such a placement. Managers wishing to hire above entry must submit written justification to the Personnel Office for review and approval.

5706/3: Markets for DNRC positions will be analyzed and adjusted every other year. As funding becomes available, DNRC will devise a strategy to move below market positions closer to market.

- Positions at or above market will retain their current base rate.
- Positions that drop in market rate as a result of the two year market review will stay at their current base rate.

5706/4: Retention difficulties. In positions where the retention of a competent employee becomes an issue, Managers may offer pay exceptions up to 125% of market. Employees must have a bona fide offer of employment from another organization. Managers are encouraged to consider existing employee salaries when considering such an offer. Managers wishing to offer a retention exception up to 115% must fill out the appropriate paper work and send to the Personnel Office for review and approval. Retention exceptions above 115% must be sent to the Personnel Office for review and approval. The Personnel Office will then forward the recommendation to the Director for final review and approval.

5706/5: Legislatively mandated raises will be given to all DNRC employees regardless of market ratio. Legislatively mandated raises will adjust market ratio, and base salary.

5706/6: Promotions/Reclassifications: An employee who is promoted or reclassified to a higher complexity level with the same or new occupational series (e.g. Forester, cx 5 to a

Forester, cx 6 or Forester, cx 5 to Land Use Specialist 6) will receive no less than a 9% increase on base salary. Management can request a higher raise by submitting a justification document to Personnel for approval. A new market ratio will be established but cannot go below 85% of the new market rate.

An employee who is reclassified to a new occupational series with the same complexity level (Forester, cx 5 to Land Use Specialist, cx 5) will retain his/her market ratio. This will determine if there is a salary increase or decrease.

There must be a significant change in essential duties before a reclassification review can take place. An ACR, updated position description and organizational chart must be submitted to Personnel. Reclassification can yield a new job title, new market and/or new complexity level.

5706/7: Demotions: If an employee is demoted, he/she may be pay protected up to 3 months. The exact length will be determined by management. Market ratio will stay the same and the new salary determined. However, if the employee's current market ratio is greater than market of the demoted class, the employee's pay will be set at market of the new class.

5706/8: Temporary Promotions: Promotions lasting longer than 20 working days. An employee will receive a 9% increase in pay. The new pay rate will not be less than 85% of the new market. A temporary promotion will not last longer than 1 year.

5706/9: Employees can appeal using the existing rules outlined in ARM, 24.26.501.

5706/10: Pay Adjustment-Supervisory/Non/Managerial Positions: Journey level markets typically do not contain a supervisory component. The following matrix was developed to pay journey level positions that supervise.

- 1-4 full-time/legislatively mandated fte. 5% increase in current market rate. Market ratio will be adjusted.
- 5-9 full-time/legislatively mandated fte. 10% increase in current market rate. Market ratio will be adjusted.
- 10-14 full-time/legislatively mandated fte. 15% increase in current market rate. Market ratio will be adjusted.

- 15 and over full time state/legislatively mandated fte. 20% increase in current market rate. Market ratio will be adjusted.

5706/12: Other rules: All other rules not addressed in these Alternative Pay Plan Rules are reflected in Pay Plan Rules 060, Policy 3-0505, MOM Volume III.

5706/13: Collective Bargaining Agreements: Provisions of this policy not required by statute shall be followed, unless they conflict with negotiated bargaining agreements, which shall take precedence to the extent applicable.

5706/14: Strategic Pay: Management may adjust pay within an employee's band (complexity) for the following reasons: The employee possesses knowledge, skills, abilities or experiences vital to the achievement of DNRC's strategic goals (manager must list strategic goal(s)) and/or the desired knowledge, skills, abilities or experiences that are rare in the marketplace and difficult to recruit. Water/Forestry/ Trust Land divisions are each allotted two strategic pay adjustments per biennium and Centralized Services/Reserve Water Rights Compact Commission/ Conservation and Resource Development/ Oil and Gas Divisions are each allotted one strategic pay exception per biennium. Management will complete the appropriate paper work for analysis by personnel, leadership and the director. The director has final approval authority.

Pay Band Complexity Pay Range:

1 \$13,048--\$24,642

2 \$15,313--\$29,456

3 \$18,110--\$38,701

4 \$21,477--\$46,599

5 \$25,577--\$56,425

6 \$30,544--\$68,395

7 \$36,667--\$83,116

8 \$44,090--\$112,306

9 \$53,096--\$138,345